



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 11-24-80	Application Number 34		Application Number 80-398	Date Received NOV 25 1980
2. Person to Contact Robert Vance		Working Title Accounting Supervisor	Date Completed DEC 5 1980	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1978		5. Records Series Title (followed by title used in office; if different) Building Work Orders		
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?  To administer, operate and maintain all state owned buildings in the Capitol area, including the supervision of cleaning services, regulation of entry into buildings, the provision of physical security for the buildings, the administration of state owned parking areas and state provided eating facilities.		
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Construction, repair, maintenance of State Buildings  Included are: #D Work Orders showing date, time spent, employees who performed work, type of work performed (carpentry, electrical, etc.) State Agency requesting work.  File is arranged: Numerically by assigned Work Order #		
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>10</u> ; Thirteen to twenty-four months old <u>5</u> ; twenty-five months and older <u>1</u> ?		
9. Annual Rate of Accumulation of Records		Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>4 cu. ft.</u>		

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	-0-	years.	d. Audit period	1	years.
b. Statute of limitation	-0-	years.	e. Administrative need	2	years.
c. Federal law	-0-	years.	f. Federal retention instructions	-0-	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 1 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	11/18/80	<i>Robert Byron Vance</i>	11/18/80

  

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	12-1-80
Secretary of State/Designee	<i>Canell Hart</i>	12-1-80
Attorney General/Designee	<i>MT Hull</i>	12-3-80

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)